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Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Management Staff
 THRU: Records Management Officer, OSI
 FROM : Assistant Records Management Officer, OSI

DATE: 22 August 1956

SUBJECT: Annual Report of Records Management Activities for OSI.

1. Transmitted for approval are copies of OSI Records Control Schedules for 1956. The schedules represent the linear feet of files held by OSI as of 15 August 1956. In addition we are attaching a cross index to items numbers, reflecting new and old numbers assigned to the various file series maintained by this office.

2. The following figures are supplied with respect to the office activity relating to Records Control Schedules:

Linear feet of records on hand as of October 1954	2037-
Linear feet of records on hand as of July 1955	2400✓
Linear feet of records on hand as of July 1956	2360✓
Linear feet of records transferred to Records Center during the period October 1954 - July 1955	65.4
Linear feet of records transferred to Records Center during the period July 1955 - July 1956	71
Linear feet of records destroyed within OSI during the period of October 1954 - July 1955.	216.5
Linear feet of records destroyed within OSI during the period July 1955 - July 1956	342.8

3. The figure given for linear feet of records destroyed within OSI during the period covered by this report is an estimated figure based on the number of feet reported by components as destroyed and on the number of feet of records reported on the new schedule.

4. We wish to express our appreciation to Mr. [REDACTED] of your Staff, 25X1A9 for the assistance and time spent with Mrs. [REDACTED] of OSI in the establishment of the attached schedules. If further information is needed with respect to the 25X1A9a schedules please contact the undersigned on extension 8127.

Enclosures as stated.

When Detached From Enclosure

25X1A9a

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ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosures not included